



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Mitchell E. Daniels, Jr., Governor

Michael B. Cline, Commissioner

June 25, 2010 (Revised from the 6-23-10 Memo)

MEMORANDUM

TO: Appraisal Staff & Consultant Appraisers

THRU: Steve Penturf, Acquisition Manager *SPP*
INDOT Real Estate Division

FROM: Dan A. Wait *DAW*
INDOT Chief Appraisal Specialist

RE: Real Estate Announcement: **Relocation Inspection NOT Required for Residential Revised Relocation Breakout Form**

The FHWA Informational Guide (03/08/2005, Page 57) instructs that the determination of realty/personalty items as part of the appraisal process ensures proper handling of such items, and an on-site meeting of the appraiser and relocation staff is essential to accomplishing this process.

Concerning relocation parcels, currently INDOT has utilized relocations agents to accompany the R/W appraiser during the property inspection process to properly "sort out" realty/personalty items. This will continue to be the policy for commercial, industrial, and special use properties. However "residential" properties will no longer require the assistance of a relocation agent during the property inspection because residential dwellings typically contain similar and repetitive realty/personalty items that do not justify a visit from a relocation agent. Questionable realty/personalty items involved in a residential total take may be addressed to the Relocation Section Manager, Todd Clift for proper handling.

The only exception to the policy above is when the Incentive program is being utilized. Relocation agents will be required to attend ALL onsite appraisal meetings for commercial and residential parcels when the owner is being offered incentive funds. Please continue to send notification to the Relocation Manager, Todd Clift for commercial and residential parcels for all incentive projects.

Therefore, please discontinue sending a relocation agent to the property inspection with the R/W appraiser concerning ONLY "residential" acquisitions (**for non-incentive projects**).

Lastly the Relocation Breakout worksheet has been revised for clarification issues; please incorporate the attached form in your appraisal practice.

DAW: daw

cc: INDOT Real Estate Central Office:

- Jim Crall, Appraisal Section Manger
- Todd Clift, Relocation Section Manager
- Ted Pollack, Acting Director of Real Estate Division

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INDOT Real Estate Fort Wayne District
INDOT Real Estate Greenfield District
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